



## WI BOS Executive Committee Meeting

April 16, 2020  
11:00 am – 12:07 pm  
GoTo Meeting Webinar

1. Meeting was called to order at 11:02 pm by Jeanette Petts
  - a. Members Present – Mary Jacobsen, Lisa Haen, Kathleen Fisher, Jeanette Petts, Carrie Poser
  - b. Members Excused: None
2. May BOS Meeting – Carrie reached out the presenters we had scheduled for Thursday, May 21<sup>st</sup>. The Milwaukee Fair Housing Council would like to reschedule for November when they are able present in person. DCF has agreed to present virtually for 1 ½ hours on human trafficking and best practices for 17-year-olds in shelter. DCF was fine with presenting either Thursday or Friday. Members discussed options for the structure of Thursday/Friday and agreed to the following schedule: Thursday – DCF 10:30 am to noon, break for lunch then COC Project Scoring Tool :00 pm - 2:30 pm. Friday Business Meeting - 9:00 am to 11 am.
3. Nominating Committee update was provided by Lisa Haen as follows:
  - a. On April 14<sup>th</sup> the Washington Coalition submitted the requested minutes/email vote for Hannah Hamberg to be a board member and delegate for the coalition. Lisa sent a welcome email with the 2020 meeting calendar and required Board of Director Forms for signature. Lisa will work on revisions to the board binder and send via mail.
  - b. Board of Director tab on the BOS Website was redesigned. There is a Recruitment section that includes the open additional board of director vacancies.
  - c. Current open vacancies – Local Coalitions all filled, Vacant Additional Directors: Extended to June 1, 2020. Lisa will revise the Recruitment email and send to Carrie for redistribution to the membership via email.
    - i. Domestic Violence
    - ii. Lived experience
    - iii. Youth
  - d. The Nominating Committee Policies and Procedures are in draft form and were sent to committee members for review and feedback.

- e. Lisa will make revisions to the bylaws and board member list for posting on the website and in the binder.
- 4. Strategic Planning Update – Larry got back to Jeanette with several questions and a plan to move forward with the Strategic Plan Task Force. Jeanette received a response from two of the three people that expressed interest in participating on the task force. The plan is for the task force to meet by the end of the May to answer take a deeper dive into trends and competitor analysis and answer the questions from Larry. Jeanette will continue to reach out to the third person who expressed interest with participating on the task force.
- 5. Reviewing ICA contracts – Carrie reported that the Issues and Conditions for renewals SSO DV and RRH grants are coming soon. Carrie is preparing the contracts for those grants. The Fiscal and Audit Committee should discuss contracts for ICA and Norwest Community Action. Carrie will make revisions and Kathleen will attach to agenda for the April 28,2020 Fiscal and Audit committee meeting.
  - a. Carrie met with Dave Eberbach, Adam Smith and other ICA staff to discuss the Vendor Contract for the new DV SSO for Coordinated Entry that ICA was awarded to upgrade the Non HMIS Priority List. Subcontracts are not something that Carrie has historically presented to the Board. Recommendation that the subcontract template be presented to the Fiscal and Audit Committee for review of the fiscal sections of the subcontracts to ensure language is consistent with best fiscal practices.
- 6. Financial Policy update-Carrie is working on combining the Fiscal policies. There are some Issues with formatting. A brief update on check signer status: Carrie reported that she sent Peter from BMO Harris in Port Washington a copy of her driver's license and she asked him to call her so she could provide him with her social security number. Jeanette has provided Peter with the required information to become a check signer. Kathleen also requested that Carrie sign the Fiscal Agent Contract for Family Promise of Ozaukee County.
- 7. Other business –
  - a. Carrie is going to send Jeanette a list of Board members that have not turned in their Match Documentation for the first quarter of 2020. Carrie is requesting assistance from Jeanette to get board members to either let Carrie know their time cannot be counted as match or for members to complete the match forms and submit to Carrie as soon as possible.
  - b. Based on a conversation that Carrie had the Rural Peer to Peer conversation HUD is trying to figure out options for the COC Competition, although it sounds like the COC Competition will move forward as planned. Local Coalitions should be working on the CoC Collaborative Application Request for Information.

- c. Lisa reported that the HMIS Advisory Board has been participating in HMIS software Vendor demos for the past two weeks. There was a Request for Information (RFI) sent out several months back and the Vendors that submitted an RFI were invited to participate in the Request for Funding Proposal (RFP). Each Vendor presents an End-user Demo and a Reporting Demo. Once completed each HMIS board members completes a Rubric that will be compiled and used to inform the decision for Vendor selection. The four COC directors will be included in this process which will be completed by the end of May. Lisa also reported that the HMIS conducted their annual meeting and revised the HMIS Governance document, the HMIS Policies and Procedures and Consumer Notice.
  - d. Jeanette is working on the May 5<sup>th</sup> Board meeting agenda and asked members for feedback. The following items were agreed upon for the agenda.
    - i. Task force reports – finance and strategic
    - ii. Budget amendment policy
    - iii. Project scoring tool – We need an approved tool prior to the third week of May
    - iv. Approval of Fiscal Agent contracts
    - v. Board of Director Attendance Policy
8. Meeting was adjourned at 12:07 pm
- a. Motion to adjourn made by Lisa Haen
  - b. Second made by Kathleen Fisher
  - c. No further discussion
  - d. All in favor
  - e. Motion carries

Respectfully submitted,

Lisa Haen, Secretary

